

Constitution of Trinity TV

1. Name

1.1 The Society shall be known as Trinity TV (TTV)

2. Objects

2.1 To create a visual news outlet for TCD students and staff by producing (writing, filming, editing) and broadcasting episodes through an online medium on the subject of TCD life.

2.2 To educate society members on the processes (pre-production, production, post-production) of video journalism.

2.3 To inform the student body on different aspects of TCD life including but not limited to other student societies, sports clubs and college events.

2.4 To encourage appreciation and maintain general interest of quality TV on campus.

3. Membership

3.1 Membership shall be open to all capitated students of the University.

3.2 Ordinary membership shall be granted to capitated students in return for a subscription of 2 euro or such other figure as shall be decided by the Committee or Annual General Meeting within the limits set by the C.S.C.

3.3 Provision will be made to allow members of staff of the College to become members of the Society

4. The Committee

4.1 The Committee shall consist of the following officers: the Chairperson, the Secretary (Vice-Chairperson), the Treasurer, the Head of Editing, Sub-Editor, Head Presenter, Public Relations Officer, Ents Officer, Head of Filming, Deputy Head of Filming, Amenities Officer, as well as a number (1-3) of ordinary committee members.

4.2 The Committee shall meet at least once a week.

4.3 A quorum of six of the committee members must be present at the meeting for a motion or a decision of general importance to be made

4.4 Officers and Committee members may be removed from office before the completion of their term of office only by unanimous decision of the remaining society officers.

5. The Annual General Meeting and General Meetings

5.1 The Annual General Meeting of the Society shall be held in Hilary term.

5.2 A notice shall be posted on the Society's noticeboard or otherwise publicised to the members not less than three days before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.

5.3 The meeting shall be open to all students and members of the academic staff but only full/ordinary members of the Society shall be entitled to vote.

5.4 The Annual General Meeting and General Meetings will be chaired by the Chairperson.

5.5 At the meeting the officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.

5.5.1 A general meeting of the Society may be called by the Committee or by 40% of members of the Society presenting a signed petition to the Committee. Three days notice as provided for in the case of an Annual General Meeting shall be given.

5.5.2 An Extraordinary General Meeting of the Society may be called following the procedure set out above for General Meetings.

5.6 Candidates for election must be full/ordinary members of the Society, and each candidate must be nominated and seconded by a full/ordinary member of the Society.

5.7 No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting.

5.8 At the Annual General Meeting, the Chairperson, Secretary, and Treasurer of the society will deliver comprehensive reports relating to their area of competency.

6 Committee Responsibilities

6.1 Responsibilities of all Committee Members

All Committee members, as well as their individual responsibilities, are responsible for assisting in video content creation for the society.

6.2 The responsibilities of the Chairperson shall be as follows:

- i. Responsibility for the overall running of the Society;
- ii. The chairing of meetings of the Committee;
- iii. They shall be answerable to the Committee and the C.S.C.
- iv. To organise and oversee (with the Secretary) the productions of video within the Society year.

6.3 The responsibilities of The Treasurer shall be as follows:

- i. responsibility for all the finances of the Society;
- ii. responsibility for the collection of subscriptions and the maintenance of accounts
- iii. conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure. In addition to:

6.3.1 The Treasurer and the Chairperson shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Chairperson and the Treasurer on a major financial matter or the Committee proceeds in the absence of the Chairperson and the the Treasurer on such a matter, then the Chairperson and the Treasurer shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question. If only one of the said officer dis-associate himself/herself from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating himself/herself be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.

6.3.2 The Treasurer or the Chairperson or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or mis- appropriated, the C.S.C. may ask the Senior Dean to declare the person or persons concerned indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.

6.3.3 The Treasurer shall close his/her accounts on March 31st of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C. and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.

6.3.4 All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Chairperson, Treasurer and Secretary.

6.4 The responsibilities of the Secretary shall be as follows:

- i. Responsibility for all the correspondence of the Society;
- ii. The preparation of agendas and minutes for meetings;
- iii. The keeping and proper archiving of the Committee's records including the minutes of all meetings;
- iv. The legal affairs of the Committee;
- v. To provide the Secretary of the C.S.C. with a record of the Society's activities during his/her term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee;

- vi. To foster and maintain a relationship with alumni of the College through the recognised College bodies.
- vii. To deal with members' enquiries regarding the equipment with direct contact with amenities officer.
- viii. To organise and oversee (with the Chairperson) the productions of video within the Society year.

6.5 The responsibilities of the Deputy head of Filming shall be as follows:

- i. To assist the head of filming in enacting his or her duties;
- ii. To chair the filming sub-committee in the absence of the head of editing.

6.6 The responsibilities of the Head of Editing shall be as follows:

- i. To oversee the post-production process, ensuring all elements (times, people involved, equipment required) are in order;
- ii. To delegate society members responsibilities regarding the post-production of the next project;
- iii. To be responsible for ensuring approval of material for distribution by the P.R.O and Secretary. If disagreement on the above then footage should be brought before whole committee.
- iv. To present a report to the weekly committee meeting on the progress and conclusions of the Editing sub-committee.

6.7 The responsibilities of the Head Presenter shall be as follows:

- i. To oversee all members of the society who identify as presenters;
- ii. To liaise with other committee members so as to assign presenters to projects;
- iii. To present a report to the weekly committee meeting on the progress and conclusions of the Presenting sub-committee.
- iv. To organise presenting workshops for the society's members.

6.8 The responsibilities of the Public Relations Officer shall be as follows:

- i. To manage and produce the society's promotional publications;
- ii. To manage the society's online presence;
- iii. To communicate with members of the committee so as to adequately promote society projects and activities;
- iv. To act as a spokesperson for the society where applicable following consultation with the society committee.

6.9 The responsibilities of the Ents Officer shall be as follows:

- i. To organise the society's social events;
- ii. To ensure that the society's social events are as accessible as possible;
- iii. To ensure that a reasonable number of the society's events do not directly relate to the consumption of alcohol;
- iv. To organise, in conjunction with other members of committee, workshops related to the society's activities, including but not limited to camera operation, editing, production and directing.

6.10 The responsibilities of the AMENITIES OFFICER shall be as follows:

- i. To invite potential speakers and industry professionals to visit the society throughout the year;
- ii. To liaise with guests in the planning of their visit, by proposing and planning events and/or workshops for them to participate in.
- iii. To secure interviews with speakers visiting other college societies.
- iv. Book rooms for society events.
- v. To record the use of the society's equipment in the log book.
- vi. To manage the use of the society's equipment, including its use by committee members, and its lending to ordinary society members. This includes, but is not limited to, ensuring that batteries are charged before and after use, and that footage on SD cards is saved and cleared after use.

6.11 The duties of the Deputy Head of Editing shall be as follows:

- i. To assist the head of editing in enacting his or her duties;
- ii. To chair the editing sub-committee in the absence of the head of editing.

6.12 The ordinary members of the Committee shall be delegated any other duties by the Chairperson as are seen fit.

- i. To be responsible for and oversee the progress of the sub-committee.
- ii. To help organise and hold editing workshops for sub committees and members.

To delegate and ensure that the editing process is on-going and meeting the standards of the Head Editor and the society.

6.13 The Duties of the Head of Filming shall be as follows:

- i. To ensure a high standard of filming is achieved for all episodes produced by Trinity TV.
- ii. To organise a subcommittee of Filmers who will film for various productions of TrinityTv.
- iii. To hold regular workshops in Filming for TV.
- iv. To ensure the appropriate handling and care for the camera pre and post production.

7. Sub-Committees

7.1 There shall be three sub-committees:

- i. The Editing Sub-Committee
- ii. The Presenting Sub-Committee

7.1.1 Membership of these sub-committees shall be at the discretion of each sub-committee's chairperson.

7.2 The responsibilities of the Editing Sub-Committee shall be as follows:

- i. The Editing Committee shall meet at least once a week to:
- ii. view all final edits prepared for broadcast and ensure the material used is appropriate and inoffensive;
- iii. approve the final edit before broadcast formalized by the signatures of the Chairperson and secretary;
- iv. Agree on the finalized plan for the next project, allowing production to commence;
- v. The Head of Editing shall chair the Editing Sub-Committee and shall have the final say in all decisions made in relation to the editing of a project.

7.3 The responsibilities of the Presenting Sub-Committee shall be as follows:

- i. The Presenting Sub-Committee shall meet at least once a week to:
- ii. Assign presenters to projects based on availability and other relevant factors;
- iii. Discuss the logistics involved in presenting for a project;
- iii. The Head Presenter shall chair the Presenting Sub-Committee and shall have the final say in all decisions made in relation to the organisation of the society's presenting.

8. Equipment

8.1 The society shall allow free short-term rental of the society equipment to those members of the society who wish to use it to fulfil the objects of the society as described in article 2 of this constitution.

8.2 The Amenities Officer shall keep a record of all rentals, including but not limited to information relating to the name, signature, contact details and student number of the student renting the equipment, the purpose of the rental, the time and date of rental, the date by which the equipment must be returned, and any other pertinent information that the amenities officer deems relevant.

8.3 Rental of society equipment must be approved by two of the following officers: the chairperson, the treasurer, the secretary, the amenities officer. Approval must be formalised by the signatures of the officers approving the rental.

8.3.1 The Amenities Officer shall be responsible for the collection of these signatures and for their delivery to the secretary no less than 24 hours after an item of equipment is released for rental.

8.3.2 The condition of the equipment shall be noted by the amenities officer prior to rental by any group or individual.

8.4 Each item of equipment rented to any group or individual must be signed out separately.

8.5 All rented equipment must be returned to the society room no less than one week after the day on which its rental was approved.

8.6 Members of the committee shall provide brief tutorials as to the operation of equipment prior to its rental where the Amenities Officer, Chairperson, or Secretary deem necessary.

9. Amendments:

9.1 This constitution may be amended by a vote of a majority of those present at an Extraordinary General Meeting or an Annual General Meeting. At least a two-thirds majority of society members must vote in favour of such a referendum for an amendment to be approved.

9.2 Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the Chairperson of that meeting before they takes the chair.

9.3 This constitution is binding as and from the date of being approved by both the Society and the C.S.C.

April 2016